

Classification: Inventory Management Specialist, NH-2010-III**Local Title:****Employing Office Location:** Orlando, Florida**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2nd Div: Project Support Group3rd Div: Acquisition Logistics Directorate4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Russell A. McBride**Title:** Deputy Director, Operations and Support**Signature:** _____/s/_____ **Date:** 4/16/03**Higher Supervisor or Manager:** _____**Title:** _____**Signature:** _____/s/_____ **Date:** 4/24/03

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Sharon Hightower**Title:** Chief, Human Resource Management Division**Signature:** _____ **Date:** _____**FLSA:** Non-Exempt**Drug Test:** No**Key Position:****Sensitivity:** NCS**Reason for Submission:** Acq Demo Conversion**Previous PD Number:** 11837**Envir. Diff:****Acq Posn Category:** L**Acq Career Level:** 3**Acq Special Asgmt:****Career Spec – Primary:****Cont Job Site:****Financial Disclosure:** ☐ Public Financial☐ Supervisor ☐ Manager ☒ Neither**Citation 1:** USOPM PCS for Inventory Management Series, GS-2010, TS-117, July 1992**Citation 2:** AWF, PDP, BLD, FEDERAL REGISTER, VOLUME 64, JAN 99**BUS Code:** 7777 **CL:** 323**Emergency Ess:****OPM Functions Code:****Status:** Competitive**Subject to IA:** Yes**Mobilization:****Career Prg ID:** 13**CAPL Number:****Acq Posn Type:** 4**Acq Prog Ind:****Career Spec – Sec:****Mobility:**☐ Confidential Financial

Acquisition Workforce Demo Project
Position Requirements Document

I. Organization information:

Position is located in the Acquisition Logistics Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Inventory Management Specialist, NH-2010-III.

III. Duties:

Serves as a Senior Inventory Management Specialist with overall responsibility for management of life cycle supply support programs for projects varying from low to high complexity. Provides leadership to one lower-grade employee who serves as Property Book Officer. Leads and exercises property management functions to include record maintenance, accountability, formulation of policies and procedures, and storage and disposal functions.

Incumbent is responsible for the supply/inventory management program efforts including determination of requirements, initial distribution and redistribution of items, supply fund management, procurement authorization, disposition of excess property, cataloging direction, and other supply functions. Serves as the Contracting Officer's Representative (COR), Alternate COR, or Technical Oversight Representative (TOR) for assigned projects. The incumbent handles the more complex assignments related to supply programs for projects requiring a high degree of management attention due to unit value, annual demand, long and/or fluctuating procurement lead time and technical complexities.

Incumbent serves as program director in providing total management for the procurement, delivery and support of reprocurments of training devices.

Forms, manages, and serves on Integrated Product Teams (IPTs) in support of Training Systems. Prepares special reports, studies, analysis, and briefings as required.

Oversees the provisioning and supply support for acquisition of training devices, to include initial and follow-on spare parts procurements .

Serves as the Facilities Manager for facilities support for PEO STRI. Facilities requirements include reconfiguration of offices and cubicles, moves (internal and external) within the PEO STRI office buildings, and telephone installations/moves.

Performs Building Lease Technical oversight for Building Lease Contracts and oversight for warehouse support at the NAWCTSD Warehouse for all PEO STRI storage requirements. Incumbent leads a lower-grade employee who serves as alternate interface with NAVAIR and leads a lower-grade employee who serves as primary interface.

Provides leadership and backup to the Property Book Officer. Serves as technical advisor on all accountability. Analyzes and resolves difficult property accountability issues and problems. Proposes procedural changes to improve the property accountability process. Analyzes requirements and develops operating procedures and instructions to adapt such requirements to local conditions. Devises methods for transferring property accountability with Property Book Officers, CONUS and OCONUS

Provides leadership, oversight and backup to lower-grade employee who requests/acquires Government Furnished Equipment (GFE) for all PEO GFE loans and maintains property accountability for each loan.

Provides leadership and backup for general supply support for all of PEO STRI to include procurement of office supplies, equipment and furnishings and any rentals, leases and maintenance for PEO STRI equipment. Develops policies and procedures for ordering goods and services, control and accountability of non-expendable property, use of Government-wide Commercial Purchase Card, and cellular telephone call certification and verification.

Assures the implementation of internal control procedures to prevent fraud, waste and abuse.

Performs other duties as assigned.

IV. Factors:

Factor: 1. - Problem Solving Level III.

Work is timely, efficient, and of acceptable quality.
Completed work meets project/program objectives.
Flexibility, adaptability, and decisiveness are exercised appropriately.

Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

Factor: 2. - Teamwork/Cooperation Level III.

Work is timely, efficient, and of acceptable quality.
Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

Factor: 3. - Customer Relations Level III.

Work is timely, efficient, and of acceptable quality.
Personal and organizational interactions enhance customer relations and actively promote rapport with customers.
Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to program/projects. Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving problems (e.g., determining priorities and resolving conflict among customers' requirements).

Factor: 4. - Leadership/Supervision Level III.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. Defines, organizes, and assigns activities to accomplish project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

Factor: 5. - Communication Level III.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Presents briefings to obtain consensus/approval.

Factor: 6. - Resource Management Level III.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission.

Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and allocates resources to accomplish multiple project/programs. Identifies and optimizes resources to accomplish multiple project/program goals. Effectively accomplishes multiple project/program goals within established guidelines.

Must be licensed and able to operate a motor vehicle.

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

Knowledge, Skills, And Abilities (KSAs) For Qualification Purposes

Knowledge of the policies, procedures and methods governing Government Property management

Knowledge of the policies, procedures and methods governing inventory management

Knowledge of procurement procedures and financial applications

Knowledge of supply regulations

Skill in researching applicable military and commercial references concerning item identification, description, and part numbers

Skill in interpersonal relations

Ability to plan and organize work

Ability to work cooperatively as a member of a team

Ability to identify problems and develop innovative solutions

Ability to provide guidance to customers

Ability to interpret and apply rules, regulations, and procedures

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Ability to communicate orally and in writing

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit

Knowledge of acquisition requirements sufficient to serve as a Contracting Officer's Technical Representative (COTR)